MINUTES

Committee Members Present:
Cliff Altfeld, Chair
Jeffrey Abbott – arrived at 10:14 a.m.
Robert O’Toole, Co-Chair

Committee Members Absent:
None

Others Present:
Nancy Woll, Chief Human Resources Officer, Human Resources
Richard Foster, Program Coordinator, Senior, Human Resources
Sara Gamez, HR Analyst, Human Resources
Jose Figueroa, Budget Coordinator, Office of Academic Budget Management
Adrianne Sanchez, Interim Chief Financial Officer
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 10:14 a.m.

CALL TO THE AUDIENCE
No one requested to speak.

No action required.

ACTION ITEMS

1. Approval of February 17, 2011 Minutes
   Robert O’Toole moved approval.
   Jeffrey Abbott seconded.
   Approved 3-0

STUDY/ACTION ITEMS

2. RFI Tracking List
   Governing Board secretary provided update RFI list to the committee, with pending RFI #53. RFI #53 to be discussed during the meeting.

   No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld and Robert O’Toole.
3. Upcoming Audit Issues and Scheduling
Adriane Sanchez informed the committee that Heinfeld, Meech & Co. would be auditing the attendance records since it’s the end of the school year.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O’Toole and Adriane Sanchez.

4. RFI-53 – Schedule of Findings and Questioned Costs – Section III
   • Highly Qualified Teachers
Chief Human Resources Officer, Richard Foster, Program Coordinator, Senior, and Sara Gamez, HR Analyst explained in detail the process for Highly Qualified Teachers to the committee. The Human Resources Staff answered questions.

Persons commenting, asking questions, or providing information were Jeffrey Abbott Cliff, Altfeld, Robert O’Toole and Adriane Sanchez.

5. Title I Audit
   • Adriane Sanchez and Jose Figueroa
Jose Figueroa, Budget Coordinator, Office of Academic Budget Management, informed the committee that it was more a yearly cycle routine than a Title I Audit. His department uploads the documents to a program called Elite. Also, he answered questions.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O’Toole and Adriane Sanchez.

The committee did not have any questions. Adriane Sanchez asked the committee to e-mail her any questions they might have.

Persons commenting, asking questions, or providing information were Jeffrey Abbott Cliff, Altfeld, Robert O’Toole and Adriane Sanchez.

7. Semi-annual Report to Governing Board
   • Cliff Altfeld
Cliff Altfeld suggested to the committee that one of the other committee members present the semi-annual report so that the Governing Board could get acquainted with them. Robert O’Toole offered to present the report.

Persons commenting, asking questions, or providing information were Jeffrey Abbott Cliff, Altfeld and Robert O’Toole.
8. Monthly Budget Update and ERP Status and Milestones
   Adrianne Sanchez reported on the budget.

   Persons commenting, asking questions, or providing information were
   Jeffrey Abbott, Cliff Altfeld, Robert O’Toole, and Adrianne Sanchez.

   No Action Required, discussion only.

9. Proposed Agenda Items and/or Additional RFI’s

   Agenda items for May 12, 2011 meeting: List the ongoing items and
   add RFI 53 – Schedule of Findings and Questioned Costs – Section III
   and Title I Audit.

   Persons commenting, asking questions, or providing information were
   Jeffrey Abbott, Cliff Altfeld, Robert O’Toole and Adrianne Sanchez.

   No Action Required, discussion only.

10. Possible Rescheduling Meeting Time and Dates

    Robert O’Toole requested that the next scheduled Audit Committee
    meeting be moved to another date and time due to a meeting conflict
    for Adrianne Sanchez.

    The Committee agreed that the next Audit Committee meeting will be
    on Thursday, May 12, 2011 at 2:30 p.m.

   Persons commenting, asking questions, or providing information were
   Jeffrey Abbott Cliff, Altfeld, Robert O’Toole and Adrianne Sanchez.

   No Action Required, discussion only.

MEETING ADJOURNED 11:47 a.m.

   Robert O’Toole moved approval to adjourn. Jeffrey
   Abbott seconded. Approved, 3-0

Approved this ___23rd___ day of ____ June, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By________________________________________
    Clifford Altfeld
    Audit Committee Chair